

*Group Supplies 4
Procurement*

Chief, Supply Division, OL

16 September 1957

Chief, Records Management Staff

File Guides for standard legal and letter size filing cabinets

1. The current General Supply Catalog for group 75, Class 7530, lists guide cards with guide rod projections under item numbers 7530-NO5-4433 through 4435 and 7530-NO5 4440 through 4442. These guide cards are for use in filing cabinets with the guide rod feature.

2. The standard 5 drawer letter and legal size cabinets are not equipped with guide rods which necessitates the provision of a modified guide as a standard stock item. During the period, January through June 1957, 145 five drawer legal and letter size standard filing cabinets were issued to the components of this Agency. Based upon the current trend of use I believe we have sufficient justification to establish guide cards as a standard stock item for the standard cabinets. A guide with a one-third cut tab, similar to those in use, would be satisfactory.

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Mgt/S/RMS/ [REDACTED] :jml(16Sept.57)

*L.S.D.
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